



**SPRING COMMON ACADEMY  
BOARD OF TRUSTEES' MEETING**

**Thursday 16<sup>th</sup> March 2017 – 5.30pm**

**MINUTES**

**Present:** Anne Aldred (AA) Kim Taylor (Head)  
 Jay Browning (JB) Rachael Goodwin (RG)  
 Kirstie Dolan (Chair) Stacey Rose (SR)

**In Attendance:** Nathalie Watkins (Clerk) Malcolm Coury (MC)  
 Barbara Roos-Skinner (BRS)

No.	Minutes	Actions
1.	<p><u>WELCOME AND APOLOGIES</u></p> <p>The Vice Chair of Trustees Anne Aldred welcomed everyone and agreed to chair the meeting in the absence of the Chair. However when Kirstie Dolan (other Vice Chair) arrived a couple of minutes later it was agreed that she would in fact chair the meeting.</p> <p>Apologies were received and accepted from Judy Ward, Chair of the Board of Trustees. No apologies had been received from Lynda Adam – though one was received later that evening by Clerk and the next day by the school. SR advised the Board that she needed to leave at 6.30pm.</p> <p>The meeting was quorate with over 3 Board Members present.</p> <p>Clerk welcomed MC and BRS to the meeting and suggested that Trustees and the potential Trustees introduced themselves.</p> <p>Head was delayed due to traffic so the meeting started in advance of her arrival moving to item 5 on the agenda (6 in the minutes), the approval of minutes.</p>	

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	<p><i>Head arrived at 5.45pm and the agenda order was reverted to.</i></p> <p><b>DECISION: Trustees voted unanimously to co-opt Malcolm Coury and Barbara Roos-Skinner as Trustees of Spring Common Academy.</b> Chair welcomed them to the Board</p> <p>Head advised Trustees that the Academy remains registered with the Academy Ambassadors as the Board is still short on Trustees. It was agreed that someone with knowledge of building and construction would be beneficial to the Board. BRS suggested perhaps someone from the Construction Society or a Surveyor.</p> <p>Head informed Trustees that there had been two members of staff put themselves forward to be a staff Trustee. Head would look to hold a Staff Trustee vote after the Easter holidays. She suggested to Trustees that she speaks to the two staff members suggesting that the one who does not become a staff Trustee could become a member of the free school working group. Head felt that both would be very valuable to the work that the Trustees undertake and therefore did not want to discourage either. RG agreed that they would both be very valuable assets. <b>ACTION: Head to communicate the idea to the staff members involved.</b></p> <p>KD has started to write some copy about being a parent Trustee</p>	Head
2.	<p><u>DECLARATION OF INTERESTS</u></p> <p>None</p>	
3.	<p><u>GOVERNOR EVALUATION</u></p> <p>A copy of Audit of Trustee Effectiveness completed by the Head last year had been distributed to all Trustees in advance of the meeting. <b>DECISION: Trustees agreed that AA would look at this document with Judy Ward and evaluate the current effectiveness of the Board before the next meeting to then discuss with all Trustees in the meeting rather than looking at it step by step during this meeting.</b> <b>ACTION: Judy Ward and AA to update the existing audit to reflect the current Board and bring back for discussion at next meeting.</b></p>	AA/Judy Ward
4.	<p><u>NOMINATIONS FOR STAFF AWARDS FOR ACHIEVEMENTS AND RECOGNITION.</u></p> <p>AA advised Trustees that there had been three nominations received: Lisa Millington, Katie Reed and Tracey Slater. She read out the nominations and Trustees agreed that they should all receive an award. Trustees discussed the best way to present these awards. <b>DECISION: Trustees agreed that the certificate would be given out in assembly and that ideally a Trustee would attend to present these.</b> <b>DECISION: It was agreed that a photo and info about the nomination would be put on the website.</b> It was felt by Trustees that this may also encourage others to nominate next time around.</p>	

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5.	<p><u>SAFEGUARDING AND SINGLE CENTRAL RECORD (SCR)</u></p> <p>Head informed Trustees of the SEND area inspection that was currently taking place about Cambridgeshire. SCA have been selected as a school to provide evidence. Head has arranged for the inspectors to meet up with and chat to children, parents and leaders in the school who have all been involved in Safeguarding issues. Head explained that it was not an Ofsted about the school but a focus on Safeguarding and the school's records. Head felt that the Cambridgeshire inspection was very good as it has made all schools in the area review Safeguarding. AA as Safeguarding Trustee will also be attending the meeting due to take place on Thursday 23<sup>rd</sup> March. Head was looking forward to it as she feels that the school has some great stories to tell. MC asked if Head had seen reports from other counties who had been inspected and whether schools were mentioned by name or anonymised. Head said that she had seen some but in general they do not mention specific schools. The report will be expected in approximately 4 weeks. All parents in Cambridgeshire received a letter about the SEND area inspection.</p> <p>AA advised Trustees that she had checked the SCR last week. She picked 5 random records (3 permanent staff, 2 supply) to check and all were complete. There is one item that needs to be actioned regarding a Trustee but AA assured Trustees that the matter was in hand and gave no further information.</p> <p>The transport contracts with the LA all changed in January 2017 and the Council has not been very forthcoming providing evidence of DBS checks for drivers and escorts. Pam Baugh of the Local Authority has written to AA assuring her that they are completed but SCA wish to have evidence of this from Education Transport from Cambridgeshire County Council. <b>ACTION: AA to continue to chase the LA</b></p> <p>Head assured Trustees that Safeguarding Training is always given to new staff. A Trustee asked Head if the confidentiality issues SCA were encountering with Transport workers had been resolved. Head said that following a lot of actions put into place that it had in fact improved.</p>	AA
6.	<p><u>APPROVAL OF MINUTES AND AGREED ACTIONS UPDATE</u></p> <p><b>DECISION: The Minutes from the following meetings were approved and signed by the other Vice Chair, Kirsty Dolan</b></p> <ul style="list-style-type: none"> <li>• The Board of Trustees meeting held on 12 January 2017</li> <li>• Minutes from additional Trustee meeting on 27 January 2017</li> <li>• The Curriculum Committee Meeting held on 21 February 2017</li> <li>• The Personnel Committee Meeting held on 23 February 2017</li> </ul> <p>An item in these minutes was still an ongoing issue and Trustees discussed how best to deal with the situation JB found herself at work as she is required to make time back at</p>	

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work that she spent at SCA. **ACTION: AA will write to the LA offering to pay for JB's time spent at SCA during her working hours.**

A Trustee asked how the Avocet Cleaning company were performing and Head advised that the school was very clean.

- Confidential minutes from Personnel meeting on 23 February 2017
- Minutes from Audit, Premises, Finance and Health and Safety meeting on 7 February 2017

Head informed Trustees that since this meeting on 7<sup>th</sup> February the LA have agreed to give SCA 20 extra new spaces for September. The funding that supports these children has made the financial issues discussed in the meeting on 7<sup>th</sup> Feb less of an immediate issue, however the school will still be relying in some of the carry forward. All schools are concerned about the forward trend of rising wages against no increase in funding.

The Council have offered SCA mobiles for the new classrooms. Previously Trustees had agreed that they would not accept mobile classrooms. A Trustee asked if the council would replace the mobiles with more permanent structures in time. Head said that this is likely however the permanent buildings may be in different areas to the mobiles. This is due to the LA agreeing finally to do a feasibility survey for suitability to go into the Capital Plan for the overall suitability and pupil need of the building. A Trustee asked if SCA could ask for a modular build like last time rather than the mobiles. Head said that SCA could ask the question and indeed the LA may find that sourcing a mobile with the toilets, hoists and changing facilities SCA require more expensive and longer to commission than a modular build. Head did however point out that this would make the building more permanent which would mean that they could not move them in the future when they look into the work required following the feasibility survey. **DECISION: Trustees agreed that it was vital that there was something in place for September so they would have to accept mobile classrooms so long as they meet the specified requirements given by SCA.**

Chair thanked Stacey Rose for all her hard work and support during her time as Trustee as this was SR's last meeting due to her resignation as Trustee effective from 31<sup>st</sup> March. *SR left the meeting at 6.30pm*

With the additional staffing required for the 20 extra children now expected in September something needs to be done about car parking for staff. Head told Trustees she has enquired about using the car park around the corner from the school at the Butts Grove.. Head is now checking number plates of illegally parked cars near the school to ensure that it is members of the public not staff.

National Consultation on High Needs Block Funding has a deadline of 22<sup>nd</sup> March.

**ACTION: Trustees to complete an online submission following Head's request – Head will**

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	<p>send link. JB and AA said that at the Governor Briefing Day they attended that everyone was urged to get parents to do a submission or contact their MP. <b>ACTION: Head to consider sending a letter to parents advising them to send a letter to their MP</b></p> <p><b>OUTSTANDING ACTION: Head to talk to Chair of PTA about the school financial situation and fundraising.</b></p>	<p>Head and all Trustees Head  Head</p>
7.	<p><u>MATTERS ARISING</u></p> <ul style="list-style-type: none"> <li>• Staff sickness insurance SAS Ltd. Personnel Committee agreed to stay with current provider subject to quote. – Quote still not received</li> <li>• Fluency duty for recruitment of all staff – Trustees had been informed of this previously at the Personnel meeting on 23<sup>rd</sup> February but Head reiterated for those not in the Personnel Committee.</li> <li>• New EYFS guidance published which includes requirements of Paediatric First Aid qualification (PFA). Head informed Trustees that SCA already have one TA in EYFS with the PFA qualification and that more will be trained. A Trustee asked why the person who does the general First Aid training doesn't do PFA training within this as paediatric is classed as under 8 years old which is beyond EYFS age. All staff should have the training. <b>ACTION: Head to investigate this further</b></li> <li>• <b>DECISION: The Board of Trustees ratified the decision by the Personnel Committee to adopt the amended Smoke Free Policy</b></li> </ul>	<p>Head</p>
8.	<p><u>HEAD TEACHER'S REPORT</u></p> <p>The document was circulated in advance of the meeting. Head selected the following points to raise from the report.</p> <p><u>Nursing update</u> - Sunflower Care now have an agreement with CCS to get System One access which is a very big step forward. As they will have to be made a regulated user so that an employee can have access there are financial implications for Sunflowers. The current issue is that the IT person required to set them up is not available until July. Sunflower are chasing him daily. There is another option being looked into which is giving the nurse temporary honorary status to System One as a researcher might have.</p> <p>See also Confidential Minutes</p> <p><u>Reception development</u> – work has now started. <b>A Trustee asked how much disruption there had been</b> and Head said a little but not too much to disturb staff.</p> <p><u>Recruitment</u> - 1 new teacher and 4 TAs required for additional 20 placements plus 3 TAs required for maternity cover. Staffing plan completed and draft class list is being reviewed by SMT.</p>	

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Disciplinary Investigations – following training from Head to Assistant Heads, Julia McIntosh Deputy Head will now deal with all informal staff matters. Head shall continue to chair panels for all formal procedures.

Lesson Observations – These have been completed. Teaching over time meetings have also started using the new Standards Tracker electronic system. Staff have been asked if they still enjoy working at SCA. Head very pleased with the feedback about results team spirit and the training advantages provided as reasons for enjoying working at SCA.

Consultation on SCA Disciplinary Rules for All Employees, SCA Staff Code of Conduct and SCA Disciplinary Procedures Relating to Misconduct for All Employees. Only response was from NASUWT Union who asked for a few minor amends that just made some items more specific which Head felt was a valid and beneficial input. Head had highlighted in her report the amends made since Trustees had last seen the documents. Head had held an optional staff meeting and those who attended had no issues, indeed they specifically like the inclusion of mobile phone points covered. There were no written responses from staff.

**DECISION: The Board of Trustees agreed and accepted the SCA Disciplinary Rules for All Employees, SCA Staff Code of Conduct and SCA Disciplinary Procedures Relating to Misconduct for All Employees and the Vice Chair of Trustees KD signed them.**

School Development Plan update

Head briefly ran over the points in this section

**Priority 1:**

1.1 The school and Discovery TSA websites continue to develop. The filming of the school film has now been done and SCA are awaiting the results. Pleased that parents and staff were prepared to be interviewed.

**Priority 2:**

2.1 Learning Journeys are developing at a faster pace and with better commentary this year. EHCP preparation has improved and plans developed prior to the meetings for consideration. Next step for 2017 -18 identified

2.2 Monitoring plans developed for Communication and Interaction and to meet Autism standards for reaccreditation in 2017.

**Priority 3:**

3.1 Resilience training provided to staff at staff training day and teacher Beth Chapman has completed training with 'mindfulness'. Head feels that SCA should perhaps have other staff trained in this.

No further progress with lettings of pool & hydrotherapy pool due to maintenance works of

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pipes leading to pool and pumps being replaced.  
3.2 Reception project started on 8 March 2017 and expected to be 12 -15 weeks.  
3.3 Equalities Plan 2017 -18 completed for Trustee Board approval at this meeting and consultation analysed.

**Priority 4:**

4.1 Standards Tracker introduced to all teachers and currently mid – way through the appraisal cycle for 2016 – 17. Teacher meetings to discuss Teaching and Learning overtime scheduled.  
4.2 Staff training ongoing and mentoring themes being developed for this appraisal cycle  
4.3 Staff succession plan completed for Trustees in December 2016.

**Priority 5:**

5.1 Discovery TSA action plan drafted for next strategic partners meeting in April by TSA Coordinator, Chris Clayton. A Continued Professional Development planning meeting scheduled in April and Special Needs Conference on Friday 7 July.  
5.2 There are two School to School Support projects which conclude in June 2017 at Ernulf Academy and Stilton Primary School.  
5.3 Special needs training to other schools is listed on Discovery TSA website and there is high demand for Team Teach to support staff to manage challenging behaviours. The secondary SENCO group is live and coordinated by Assistant Head, Caroline Place. Currently SCA are planning a primary SENCO group locally due to demand.

**Priority 6:**

Free School at Alconbury Weald is at the pre-application stage. Head has secured Local Authority support letter and strategic support from the Diocese who will be managing the other school in Alconbury Weald. SCA working group has met twice. Head has prepopulated much of the application form but Trustees need to agree a name for the school as this is required for actual DFE submission. **DECISION: Free school to be called Prestly Wood Academy after the historical information known at Alconbury Weald.** Trustees liked the link to the land like Spring Common. A logo was briefly discussed and the idea of a tree was popular to show growth and strength and again keep a link to Spring Common Academy Trust. A Trustee suggested just the reversal of the current SCA logo with the different name. Head suggested that Beth or Rachael look into this and use their creative talent.

**Trustee Strategic Plan:**

**ACTION: Trustees assigned to the plan come in to review progress with the actions to report to next Trustee Board meeting Thursday 25 May.**

**Feedback on Autism accreditation**

Final visit 21st March by Stephanie de Vires from National Autistic Society with

All Trustees

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	<p>anticipation this will provide sufficient evidence for reaccreditation for 3 years.</p> <p>Following a request from the Head teacher to support parental wishes...<b>DECISION: Trustees agreed with Head's decision not to allow filming of the Wow Factor by parents, photography only. A Trustee suggested that SCA film the show and then sell copies on DVD to parents. ACTION: Head to look into viability.</b></p> <p>Head has had a request from staff for another colour of uniform for the optional staff uniform. <b>DECISION: Trustees are not going to initiate a change to staff uniform. It was decided however that when the next batch of uniform is ordered the word 'staff' will be removed.</b></p> <p>Trustees had been provided in advance of the meeting a Key Information document for SCA as at 13<sup>th</sup> March 2017. <b>A Trustee had raised a concern just prior to the meeting that some of the pupil figures did not add up. ACTION: Head to relook at the figures and reissue the document with correct numbers.</b> Attendance is running at 89.9% but Head explained that there had been unusually high levels of sickness amongst staff and students this term.</p> <p>There have been a couple of informal complaints that have been resolved but no formal complaints this academic year.</p> <p>Head and her PA Liz Ward have looked at Edubase following Clerk's feedback from termly training about ensuring all Trustee information accurate. Head reported that Edubase has not been updated with the information SCA has supplied when it became an Academy, it still shows Spring Common School. Hopeful this will update.</p>	<p>Head</p> <p>Head</p>
<p>9.</p>	<p><u>EQUALITIES OBJECTIVES AS PLAN FOR 2017 -18</u></p> <p>In advance of the meeting Trustees had been sent an Equalities Planning 2017-2018 document covering Feedback from March 2017 equalities questionnaire and also the proposed Equalities Plan 2017/18. The Head selected a few points to discuss as she ran through the plan.</p> <ul style="list-style-type: none"> <li>• Accessibility – need an accessibility plan by April</li> <li>• Supporting our pupils - Point 3.2 on the plan - <b>AA queried whether things had not improved since her Learning Walk.</b> Head responded that they had but there was still more to do.</li> <li>• Artsmark film making activity with The Junction – Head will make sure that all Trustees are invited to the screenings. The students are very proud of their work.</li> <li>• Staff recruitment training and appraisals - Head feels that SCA will achieve the</li> </ul>	

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	<p>Autism reaccreditation but notes that the school needs to continue to work hard on this.</p> <ul style="list-style-type: none"> <li>• Curriculum – nothing specific selected here for discussion by Head</li> <li>• Our Provision/School Environment– nothing specific selected here for discussion by Head. <b>A Trustee asked if SCA could ask during the Feasibility study whether there could be better ramp access, automated doors and a lift.</b> Head said that she could ask but no guarantee this work will be prioritised.</li> <li>• Links to community - Post 16 students are currently in Belgium and the students from the Belgium school will be visiting SCA in November. International Day – Commonwealth has been selected as the theme. The School Council want a higher profile, Head suggested that Trustees write to them from time to time to get their opinion on certain matters.</li> </ul> <p><b>DECISION: Trustees agreed to adopt the Equalities plan and it was signed by AA as Vice Chair. ACTION: Head to ensure that the plan is put on the school website.</b></p>	Head
10.	<p><u>FUND RAISING DISCUSSION AND FINANCE UPDATE</u></p> <p>A Trustee said that perhaps fundraising towards a specific item might be better than a general sum. This suggestion was met with general agreement.</p> <p>Suggestions for fundraising ideas were made for:</p> <ul style="list-style-type: none"> <li>• Tea towels</li> <li>• Gifts at Christmas for children to select and have wrapped for parents</li> <li>• Grandparents Day</li> <li>• Christmas and Summer Fayre</li> </ul>	
11.	<p><u>CONFIDENTIAL ITEMS</u></p> <p>Head had provided Trustees with a summary of the current confidential items in advance of the meeting.</p> <p>See confidential minutes.</p>	
12.	<p><u>AOB</u></p> <p>RG asked if it would be easier if she stepped down as a Full Trustee and became an Associate Trustee so that both staff members who have expressed interest in becoming a Staff Trustee are able to without the need for an election. Trustees appreciated the kind gesture from RG but were not prepared to accept this as they felt that RG was too valuable to the Board.</p> <p><b>A Trustee asked if scanned copies of signed minutes are kept or purely hard copies. The Trustee also asked how often the school's network is backed up.</b> Clerk advised that she has electronic copies of the final minutes saved on Cambridgeshire Council Council's server but not signed ones and that the signed hard copies are in Liz Ward's office.</p> <p><b>ACTION: Clerk to find out if scanned files of signed minutes are created.</b> Head informed</p>	Clerk

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	<p>Trustees that a 3 day back up of IT systems is run daily.</p> <p>MC was asked if he would join the Finance Committee and BRS was asked if she would join the Personnel Committee. Both agreed</p>	
13.	<p><u>DATE OF NEXT MEETING</u></p> <ul style="list-style-type: none"> <li>Thursday 25<sup>th</sup> May 2017 at 5.30pm</li> </ul>	

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